

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION		2. POSITION NUMBER	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	BIOLOGIST	GS	0401	15	
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE			
		MICHAEL OTTLINGER			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. AA for Solid Waste and Emergency Response		g.			
c. Office of Emergency Management		h. Employing Office Location: Washington, DC			
d. Chemical, Biological, Radiological, Nuclear Consequence Management Advisory Team		i. Organization Code 56012001			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
Erica Canzler, Director, CBRN-CMAT			Dana Tulis, Deputy Director, OEM		
b. Signature		c. Date	e. Signature		f. Date
Erica Canzler		4/16/12			4/16/12
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation This position	e. FLSA Determination
<input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive
f. Functional Classification Code		N/A			
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
0075		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (10.0% of time) <input type="checkbox"/> This position is subject to random drug testing ()		M. Sharma	
j. Date		4/27/12			
11. REMARKS					
Position Description amended due to a reorganization (name change) effective 4/8/12.					

POSITION DESCRIPTION AMENDMENT

EMPLOYEE'S NAME MICHAEL OTTLINGER		ORGANIZATION LOCATION OF POSITION OSWER/OEM	
POSITION TITLE BIOLOGIST	SERIES 0401	GRADE 15	POSITION NUMBER 00052000
AMENDMENT			

This amendment is to replace Introduction to position descriptions due to Team's name change.

Introduction:

The Office of Emergency Management (OEM) is located in the Office of the Assistant Administrator for Solid Waste and Emergency Response (OSWER). The Office is composed of a Chemical, Biological, Radiological, Nuclear Consequence Management Advisory Team, and a Business Operations Center, as well as the following four Divisions: Regulatory and Policy Development, National Planning and Preparedness, Program Operations and Coordination, and Evaluation and Communications. The Office is generally responsible for implementing the Oil Pollution Prevention Program under the Clean Water Act; oversight of the National Emergency Response and Removal programs under Superfund and the Oil Pollution Act; and oversight of National Chemical Emergency Preparedness and Prevention programs under the Clean Air Act and Title III of SARA. OEM plays a major role in leading Agency efforts related to Homeland Security and Emergency Preparedness, including serving as EPA's Emergency Coordinator, chairing the multi-agency National Response Team, and managing the Agency's National Incident Coordination Team during environmental emergencies involving multiple EPA program offices, other Federal Agencies, and or foreign countries. The Office manages and maintains EPA's Headquarters Emergency Operations Center and leads EPA coordination of activities under the government-wide National Response Framework. The Office actively participates in federal chemical, biological and radiological counter-terrorism planning and coordinates closely with the Department of Homeland Security, the White House Homeland Security Council, and EPA's Office of Homeland Security. Additionally, the Office represents EPA on domestic and international efforts to promote more effective chemical emergency preparedness and response, and works with the Chemical Safety Board, OSHA, and other government agencies in conducting investigations of chemical accidents, and in implementing recommendations to improve chemical safety. Lastly, the Office conducts the policy analyses and program evaluation necessary for national leadership of the programs under its purview and provides technical assistance, training, outreach, and communication to the Regions, States/Tribes, local governments and other stakeholders in each of its assigned program areas.

CLASSIFIER'S SIGNATURE	DATE	SUPERVISOR'S SIGNATURE <i>Erica Conzler</i> Erica Conzler	DATE 4/3/12
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POSITION DESCRIPTION COVER SHEET

Cincinnati, Ohio

NUMBER

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

Prof Wayne R. T. Res. Mon 1/10/07		52.000			
b. Title		c. Service	d. Series	e. Grade	f. CLC
Biologist		GS	405	15	170
Official Allocation	Biochemist		GS	405	15
4. SUPERVISOR'S RECOMMENDATION		Biochemist		GS	405

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE: Vacant

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

c.

b. Office of Emergency Management

f.

c. National Decontamination Team

g.

d.

h. EPAYS ORGANIZATION CODE

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☒ [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.
- ☒ [] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Steve Hawthorn, Team Leader
National Decontamination Team

d. Typed Name and Title of Second-Level Supervisor

Deborah Y. Dietrich, Director
Office of Emergency Management

b. Signature

c. Date

e. Signature

f. Date

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade.

b. Fair Labor Standards Act
☐ Nonexempt ☒ Exempt

c. Functional Code 11

d. Bargaining Unit Code

e. Check, if applicable:

☒ Medical Monitoring Required☐ Extramural Resources Management Duties (% of time)☒ This position is subject to random drug testing ()

f. Signature

g. Date

REMARKS:

-This Position is Designated for Drug Testing
(Position Code 'NS')
-Position is designated as Top Secret
-Financial Disclosure Form, OGE Form 450 is req

-Must be certified as fit for duty and able to wear all levels of equipment (Level A, B, C, and D PPE) and is subject to the Medical Monitoring Program upon appointment with EPA and periodic exams during employment.
-The Selectee will be required to perform standby duty during non-working hours

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GS-46/15

INTRODUCTION

The Office of Emergency Management (OEM) is located in the Office of the Assistant Administrator for Solid Waste and Emergency Response (OSWER). The Office is composed of a National Decontamination Team, a Business Operations Center, and four Divisions: Regulatory and Policy Development, National Planning and Preparedness, Program Operations and Coordination, and Evaluation and Communications. The Office is generally responsible for implementing the Oil Pollution Prevention Program under the Clean Water Act (CWA); oversight of the National Emergency Response and Removal programs under Superfund and the Oil Pollution Act (OPA); and oversight of National Chemical Emergency Preparedness and Prevention programs under the Clean Air Act (CAA) and Title III of SARA. The Office plays a major role in leading Agency efforts related to Homeland Security and Emergency Preparedness, including serving as EPA's Emergency Coordinator, chairing the multi-agency National Response Team (NRT), and managing the Agency's National Incident Coordination Team (NICT) during environmental emergencies involving multiple EPA program offices or foreign countries. The Office manages and maintains EPA's Headquarters Emergency Operations Center and leads EPA coordination of activities under the Federal Response Plan, the National Security Emergency Preparedness Program and the government-wide National Response Plan. The Office actively participates in federal chemical, biological and radiological counter-terrorism planning and coordinates closely with the Department of Homeland Security (DHS), the White House Homeland Security Council, and EPA's Office of Homeland Security. Additionally, the Office represents EPA on domestic and international efforts to promote more effective chemical emergency preparedness and response, and works with the Chemical Safety Board, OSHA, and other government agencies in conducting investigations of chemical accidents, and in implementing recommendations to improve chemical safety. Lastly, the Office conducts the policy analyses and program evaluation necessary for national leadership of the programs under its purview and provides technical assistance, training, outreach, and communication to the Regions, States/Tribes, local governments and other stakeholders in each of its assigned program areas.

MAJOR DUTIES AND RESPONSIBILITIES

This position is located in the OEM's National Decontamination Team (NDT) located in the greater Cincinnati, Ohio area. The NDT will provide unique, immediate response capabilities to safely and effectively support decontamination activities for weaponized biological agents, chemical warfare agents, and other non-traditional agents for environmental emergencies and terrorism events. While focused domestically, the NDT may respond worldwide delivering scientific and engineering expertise for the decontamination of buildings, building contents, public infrastructure, indoor environments and the associated environmental media. Domestically, the primary function of the NDT is to support the On-Scene Coordinator conducting or overseeing response activities under the authorities of the National Contingency Plan (NCP), at the scene of an emergency response that involves large-scale decontamination

activities. The NDT is designed to integrate with and operate from within an incident command structure, along with other complementing Special Forces. When not fully engaged, the team is devoted to preparedness, training and exercise activities related to the team's primary function.

Major duties for this position include the following:

1. Serves as a national authority and the Agency's expert in the areas of biochemistry, physiology, and biophysics; incumbent serves as technical lead for decontamination, environmental risk assessment related to weaponized biological and non-traditional chemical agent releases and attacks. Other responsibilities include applying the appropriate tools of chemistry, biochemistry, and animal, human and microbial physiology to characterize exposure of humans to hazards and determine applicable decontamination methods.
2. Serves as a technical expert and advisor on assessment, treatment, decontamination, and sampling techniques at sites contaminated by biological and or chemical hazards. Responsible for collection and evaluation of data to determine the appropriate treatment for a particular response. Incumbent will develop methodology and standard procedures for decontamination of biological and chemical health hazards. The incumbent is also responsible for methods development and application of methods for determining the exposure of the human population to chemical and biological agents in the environment. The incumbent directs and coordinates the development of analytical systems that would be effective, rapid and inexpensive in determining contaminant loads in environmental settings. Conceives of, plans for, develops and implements novel and advanced scientific approaches and treatment techniques in the areas of environmental risk assessment.
3. Serves as the liaison between ERT, and other Agency offices such as Office of Research and development (ORD) National Homeland Security Research Center, and Office of Site Remediation and Technology Innovation Office (TIO). The incumbent is responsible for formulating decontamination methods guided by studies on the concentration, recovery, cultivation, identification, fate and transport of these agents. The incumbent also reviews research to develop appropriate tools for decontamination and exposure monitoring of the human population and relates human exposure to biological and chemical agents. The incumbent takes technical responsibility for interpreting findings which, within the Agency, are accepted as technically authoritative. Reviews published and unpublished literature and research documents to keep abreast of and to identify the approaches and procedures applicable to assessment, treatment, cleanup and restoration techniques employed at biological releases and during environmental emergencies.
4. Serves as a member of the NDT and will rapidly respond to environmental (classic or terrorist) emergencies and uncontrolled hazardous waste sites. Provide technical assistance in response planning based upon existing EPA programs that address biological, chemical and radiological hazards for environmental emergencies and enforcement of environmental regulations.
Provide technical assistance to On-Scene Coordinators for treatment, decontamination or removal of biological and chemical contamination at emergency response and environmental

emergencies. Coordinates with the States, PRPs and Regional site managers to resolve issues relating to decontamination of sites or environmental emergencies. Interprets results of environmental investigations and prepares complete reports of each study, including discussions of new approaches, techniques, or technology uses.

5. The incumbent will conceive, plan, and design decontamination methods to provide information on environmental pathways by which hazardous pathogens are transported via the environment to at risk populations. It includes research that inquires into the survival and persistence of biological and chemical environmental hazards in domestic, industrial and agricultural, lands and in natural waters.

6. The incumbent in this position must be a national expert, since the incumbent will be speaking for the Agency in the area of biochemistry for decontamination at technical meetings, in public releases, with lay groups and through other media. In this role as a national authority in biochemistry, the incumbent will be providing advice and consultation services to Agency personnel, municipal, state and other federal officials, and contractors, university and industrial scientists. As a biochemist, presents technical papers and chairs and attends panels, committees and professional meetings dealing with decontamination and environmental risk assessment.

7. Trains and acts as a mentor to other NDT members, supports on-scene coordinators, other EPA, Federal, State and local government personnel on the application of environmental investigation techniques and in the areas of assessment, treatment, decontamination and restoration techniques employed at biological, chemical, radiological response sites. Provides for training of Federal, State and local governments, international governments upon request, and private industry representatives in the latest decontamination technology.

8. Serves as member for a short-term or long term projects, working cooperatively in a team environment or as part of an Incident Command Structure . As a team member, incumbent will be responsible for scoping the project, including identifying customers, planning how the project goal or mission will be met, using problem solving processes for problems that arise during the life of the project. Team membership duties include: attending meetings; working with staff external to the Office; sharing project responsibilities and working cooperatively in a team environment.

9. Incumbent may also serve as a team leader using a facilitative style of leadership to ensure that the team establishes and meets mutually agreed upon goals that meet expectations of management sponsor. Models behavior that's expected of team members. Pays attention to both group process and the accomplishment of work objectives. Ensures that meetings are worthwhile, well planned, and maximize group participation. Ensures that action items are identified, assigned, and accomplished . Encourages diversity of opinion among member, and resolves conflict pro-actively. Periodically has group evaluate its progress and sees that recommended improvements are implemented. Establishes relationship with each team member to ensure that individual needs are met in the team environment. Is in frequent contact with management sponsor to ensure that team has appropriate membership and other resources, and that team goals and progress are appropriate.

10. Incumbent responsible for sound contracts management, and may serve as Work Assignment Manager monitoring and overseeing the performance of the work assignment and providing the necessary government technical direction to the contractor. Incumbent devote not more than 10% of his time to miscellaneous contracts management duties as defined below:

- Reviews all vouchers submitted by the contractor for payment against the appropriate work assignment and recommends approvals or disapproval through the Project Officer.
- Reviews all progress reports submitted by the contractor to control costs as well as ensure any subcontractor, performance, or conflict of interest problems are reported to the Project Officer.
- Reviews and recommends approval or disapproval of all deliverable products submitted by the contractor under the work assignment. Submits a final report to the Project Officer on overall contractor performance, a summary of costs incurred, and a summary of the tasks performed.

11. As a grants project officer (PO), obtain/maintain PO certifications and keep training up-to-date. When involved in developing a solicitation or funding package, PO will ensure compliance with EPA Order 5700.5 for competition. Complete and document baseline monitoring requirements in compliance with EPA Order 5700.6. Review applications and manage assistance agreements in accordance with agency policies, federal rules and applicable regulations. Monitor the activities of the recipient using progress reports, site visits, desk reviews and daily operations to ensure compliance with agreed upon goals, product time lines, approved workplan, and environmental outcomes. Report all advanced monitoring activities (Compliance Reviews) in the Grantee Compliance Database. Close-out grant in a timely manner consistent with agency policies.

12. Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION Level 1-9 1850 Points

The incumbent must be a nationally recognized expert in biochemistry with a thorough grasp of current and precedent research on the basis technology in this field. Mastery of biochemistry principles, theories and practices that enable the incumbent to serve as a national authority in the performance of duties pertaining to evaluation, development or modification of applicable methods to distinguish, assess and characterize biological and chemical agents. The incumbent must have an acceptable professional record and reputation in the field of biochemistry and be able to speak as an expert within the national and international scientific communities. The incumbent must have the ability to develop and assimilate a wide range of scientific facts and opinions, often pioneering and controversial, into concise concepts and be able to formulate these materials into coherent and feasible plans. The knowledge and

accompany skills of the incumbent must be sufficient in environmental microbiology to support both short and long range concerns of Homeland Security Research Center, EPA Program Offices and the Agency.

FACTOR 2. SUPERVISORY CONTROLS Level 2-5 650 points

The supervisor provides guidance primarily in the form of general policy directives and staff time and budget constraints. The incumbent carries out responsibilities essentially free of supervision, consulting with the supervisor only on those issues or technical matters that the incumbent perceives as the supervisor's personal attention. The incumbent typically initiates new projects or activities independently. The incumbent keeps the supervisor informed of progress, but recommendations and decisions of the incumbent are generally accepted as technically sound even though final approval may depend on formal action of the incumbent's supervisor. The incumbent must be self-sufficient in seeking optimum scholarly solutions in the light of current scientific technical information. Completed work is generally reviewed for adherence to policy and for assurance that broad technical objectives are fulfilled.

FACTOR 3. GUIDELINES Level 3-5 650 points

Guidelines are primarily general in nature such as Agency policies, program directives, manuals, publications, precedents, and recent developments in the incumbent's specialty area. The incumbent is required to use resourcefulness and perception to interpret these guidelines as they are not always completely applicable and the relationship to past practices to problems at hand are not always obvious. As a national expert the incumbent is responsible for developing and interpreting guidelines that relate to the individual's scientific area.

FACTOR 4. COMPLEXITY Level 4-6 450 points

Decisions regarding accomplishments of the work are complicated by uncertainties regarding approach, methodology, interpretation and evaluation. Such uncertainty results from continual changes in program, technological developments or conflicting requirements. Assignments are diverse in nature, requiring the incumbent to exercise creativity and experienced judgment in extending traditional techniques or developing new ones in order to solve complex scientific problems that have no precedents. In some cases, the assignments deal with inapplicability of established design criteria and technical protocols to project objectives, thus requiring sound judgment to bring the project to solution, and meet major objectives without compromising water and wastewater monitoring and human exposure assessment studies. The work also requires recognition of the relationship of problems and practices of related scientific fields to solve microbial issues.

FACTOR 5. SCOPE AND EFFECT Level 5-6 450 points

As a national authority in microbiology, the incumbent performs work on major Agency projects and furnishes technical advice to the scientific community. These projects deal with the biochemistry of biological and chemical agents related to decontamination, especially in relationship to homeland security issues.

FACTOR 6. PERSONAL CONTACTS Level 6-3 60 points

Contacts are with Agency personnel, colleagues, state, municipal and other federal officials, subject-matter specialists, contractors, industry representatives, and university researchers. Contacts may embrace points of view and positions that differ from those of the incumbent and the Agency. The incumbent must be skillful in maintaining good working relationships.

The incumbent carries out collaborative research with investigators from other laboratories and academic institutions. The incumbent also participates in scientific meetings and with professional organizations at which personal contacts are made with scientists engaged in studies on environmental biochemistry .

FACTOR 7. PURPOSE OF CONTRACT Level 7-4 220 points

Personal contacts are for the purpose of exchanging information, coordinating work efforts and resolving technical problems involving individual projects. The purpose is also to defend proposed scientific approaches, negotiate settlement of differences and to resolve problem area or controversies.

FACTOR 8 . PIIYSICAL DEMANDS Level 8-2 20 points

The work requires some physical exertion such as long periods of standing, walking, stooping, lifting, etc. The incumbent is working with pathogenic agents and must have the ability to handle pathogens safely.

FACTOR 9. WORK ENVIRONMENT Level 9-2 20 points

The work environment involves moderate risks or discomforts which require special precautions. The work is performed in a laboratory setting where there is possible exposure to human pathogens. The incumbent must be knowledgeable to specific safety procedures for working under these conditions. Incumbent wears protective clothing.

Total Points 4370

POSITION CLASSIFICATION EVALUATION STATEMENT

Position Number: 41904

Organizational Code: 56012000

POSITION TITLE, SERIES, GRADE:

Biologist, GS-401-15

	Evaluation Factors	Level Points
Knowledge Required by the Position	1-9	1850
Requires mastery and recognized skill in planning and evaluating long range Programs and projects where issues and factors to be considered are largely undefined and, therefore, require extensive analysis to determine the nature and scope of the problem. Establishes the agency's official position on highly complex and technical work. Creates agency precedents or determines the action to be taken by field installations on matters of major importance. Recognized nationally as an expert in the field.		
Supervisory Controls	2-5	0650
Guidelines	3-5	0650
Complexity	4-6	0450
Scope and Effect	5-6	0450
Personal Contacts	6-3	0110
Purpose of Contacts	7-4	0220
Physical Demands	8-2	0020
Work Environment	9-2	0020
Total Points:		4420

Final Grade: GS-15

Principal duties account for 100% of the time

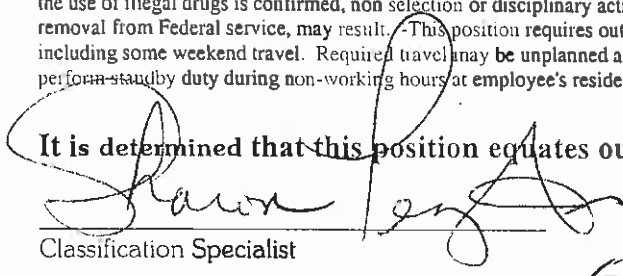
Standard used to evaluate the position: Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 September 2005

Grade GS-15 includes ... positions the duties of which are --- to plan and direct or to plan and execute specialized programs of *marked difficulty, responsibility, and national significance*, along professional, scientific, technical, administrative, fiscal, or other lines, requiring extended training and experience which has demonstrated leadership and unusual attainments in professional, scientific, or technical research, practice, or administration, or in administrative, fiscal, or other specialized activities broad recognition as a top technical expert and consultant in the field of expertise. This work is typically related to: (a) a rapidly evolving field that has extensive impact on agency programs, policies, safety and development efforts to achieve new capabilities with previously unattainable characteristics. The GS-15 professional scientist is a nationally recognized expert in a broad specialty field.

SPECIAL CONDITIONS OF EMPLOYMENT/ PHYSICAL REQUIREMENTS: -As a condition of employment, the person selected for this position will be required to visit sites that have been contaminated with biological, chemical, and nuclear materials. In addition, the person selected for this position may be required to undergo vaccination against biological agents. Failure to perform these duties or to comply with EPA's Health and Safety Program may result in disciplinary action.

-Field visits may be performed under adverse weather conditions such as extreme heat or cold, exposure to biting insects, strong sunlight, and vegetation. -The work requires regular and recurring physical exertion such as prolonged standing, bending, and stooping at response operations at a hazardous material site. This position will require heavy lifting of equipment through rough terrain. -The work is both in an office and a field setting. During field visits, the work may involve regular and recurring exposure to moderate risks or discomforts that require special safety precautions particularly where there is risk of exposure to hazardous and toxic substances, radioactive materials or other pollutants. The employee is required to use protective clothing and equipment. -The Selectee is subject to the Medical Monitoring Program upon appointment and periodic exams during employment. The incumbent must be certified by an agency designated physician as fit for duty and able to wear all levels of respiratory/personal protective equipment. (Level A, B, C, and D PPE). - The Selectee will be assigned classified work or work in a classified area. The Selectee must be able to obtain a Top Secret Clearance and other high level clearances requiring a full field background investigation. Failure to obtain this clearance will result in disciplinary action, including removal from Federal service. -This position is subject to the EPA Drug Free Workplace Plan. The Selectee must test negative for the presence of illegal drugs before placement in the position, and will be subject to random drug testing thereafter. If the use of illegal drugs is confirmed, non selection or disciplinary action, up to and including removal from Federal service, may result. -This position requires out-of-town travel up to and in excess of 15 days/month, including some weekend travel. Required travel may be unplanned and in adverse conditions. -The Selectee will be required to perform standby duty during non-working hours at employee's residence to respond to and coordinate emergency response actions.

It is determined that this position equates out to the GS-15 level in the 400 series


Classification Specialist

Date

5/4/07

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>Scott Hudson</u>	<input type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number <u>42473</u>	<input checked="" type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Health Physicist</u>	<input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>GS-1306-15</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>56012000</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature [Signature] Date April 19 07
 Personnel Specialist's Signature [Signature] Date April 19 2007

1. Contracts Management Duties

Pre-award:	<input checked="" type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award
<input type="checkbox"/> Plans Procurements	<input checked="" type="checkbox"/> Defines scope of work for work assignments
<input type="checkbox"/> Estimates Costs	<input checked="" type="checkbox"/> Approves payment requests of ACH drawdowns
<input type="checkbox"/> Obtains funding commitments	<input type="checkbox"/> Manages cost-reimbursement contracts
<input type="checkbox"/> Prepares procurement requests	<input checked="" type="checkbox"/> Reviews invoices
<input type="checkbox"/> Writes statements of work	<input checked="" type="checkbox"/> Inspects and accepts deliverables
<input type="checkbox"/> Reviews statements of work	<input type="checkbox"/> Other (list)
<input type="checkbox"/> Processes unsolicited proposals	
<input type="checkbox"/> Responds to pre-award inquiries	Close-out:
<input type="checkbox"/> Participates in pre-award conferences	<input type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed
<input type="checkbox"/> Conducts technical evaluation of proposals	<input type="checkbox"/> Reconciles payments with work performance
<input type="checkbox"/> Participates in debriefing/protests	<input type="checkbox"/> Closes-out payments
<input type="checkbox"/> Other (lists)	<input type="checkbox"/> Performs cost accounting
Post-award:	<input type="checkbox"/> Provides assistance to Contracting Officer in settling claims
<input checked="" type="checkbox"/> Prepares delivery orders	<input type="checkbox"/> Other (list)
<input checked="" type="checkbox"/> Reviews contractor work plans	
<input checked="" type="checkbox"/> Reviews contractor progress reports	
<input checked="" type="checkbox"/> Monitors government-furnished property	Percentage of Time Spent on Contracts Management
<input checked="" type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award	<u>10</u> %

Continued

Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's work plan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☐ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

Advise Grants Management Office of potential problems/issues

- ☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH draw downs
- ☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management

0 %

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Percentage of Time Spent on Interagency Agreements Management:

0 %

POSITION DESIGNATION RECORD

AGENCY: EPA • Program: OSWER/OEM/NDT

Position Title: Bio Tech

POSITION DESCRIPTION# 52000

RISK DESIGNATION SYSTEM

I. PROGRAM PLACEMENT:

Impact on Efficiency of Service:

Scope of Operations for Efficiency of Service:

Placement (Major, Substantial, Moderate, Limited):

5
5
5

II Position Placement:

Risk Factors:

Risk Points

- a. degree of Public Trust (7-1):
- b. fiduciary Responsibilities (7-1):
- c. Importance to Program(7-1):
- d. Program Authority Level (7-1):
- e. Supervision Received(7-1):

5
1
7
3
5

TOTAL: 24

III Position Placement (HR: MR: LR):

MR

Adjustments (include computer-ADP position Risk Criteria): Comments:

TS

Final Placement (Risk level/sensitivity level/Access level):



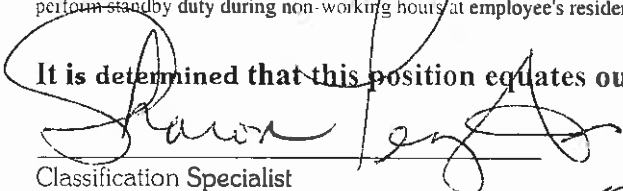
Signature of Agency Designator

SP 5/4/07

Date

-Field visits may be performed under adverse weather conditions such as extreme heat or cold, exposure to biting insects, strong sunlight, and vegetation. -The work requires regular and recurring physical exertion such as prolonged standing, bending, and stooping at response operations at a hazardous material site. This position will require heavy lifting of equipment through rough terrain. -The work is both in an office and a field setting. During field visits, the work may involve regular and recurring exposure to moderate risks or discomforts that require special safety precautions particularly where there is risk of exposure to hazardous and toxic substances, radioactive materials or other pollutants. The employee is required to use protective clothing and equipment. -The Selectee is subject to the Medical Monitoring Program upon appointment and periodic exams during employment. The incumbent must be certified by an agency designated physician as fit for duty and able to wear all levels of respiratory/personal protective equipment. (Level A, B, C, and D PPE) - The Selectee will be assigned classified work or work in a classified area. The Selectee must be able to obtain a Top Secret Clearance and other high level clearances requiring a full field background investigation. Failure to obtain this clearance will result in disciplinary action, including removal from Federal service. -This position is subject to the EPA Drug Free Workplace Plan. The Selectee must test negative for the presence of illegal drugs before placement in the position, and will be subject to random drug testing thereafter. If the use of illegal drugs is confirmed, non selection or disciplinary action, up to and including removal from Federal service, may result. -This position requires out-of-town travel up to and in excess of 15 days/month, including some weekend travel. Required travel may be unplanned and in adverse conditions. -The Selectee will be required to perform standby duty during non-working hours at employee's residence to respond to and coordinate emergency response actions.

It is determined that this position equates out to the GS-15 level in the 400 series


Classification Specialist

Date

5/4/07